

25 YEAR RE-REVIEW

11 February 1952

MEMORANDUM FOR: Deputy Director, Intelligence
FROM: Assistant Director, OCD
SUBJECT: OCD, Table of Organization

1. PROBLEM

To determine a proper T/O for OCD.

2. ASSUMPTION

That it is in the Agency's interest to have its library and reference functions performed centrally by a single unit, rather than to have them performed by independent units competing with each other for funds, personnel, space, equipment, and reference materials.

3. FACTS BEARING ON THE PROBLEM

a. OCD is a servant of the other Offices. Its workload depends on the number of people in the other Offices, and the number and complexity of the jobs they are performing. Both have expanded greatly, and will expand further. OCD is now under pressure to carry a workload which far exceeds its capacity. It estimates an on-board T/O of [] would enable it to make progress on all the projects which it is now under pressure to perform. See TAB A.

b. Space now allocated to OCD will not accommodate [] people. It could accommodate [] with crowding. This is [] more than the now authorized maximum of [] on duty at one time. If the SO/PC Assessment Group were moved out of Building 14, Graphics Register could accommodate 18 additional persons, raising total OCD on duty strength to []

c. Feasibility of recruiting to an on duty strength of [] is good. There are only 20 vacancies at the present time. Recruitment rate has been quite satisfactory, and rejection rate has been far lower than for the Agency as a whole. See TAB B.

d. Deadwood and incompetents are few in OCD. Not one person hired since 1948 has brought disrepute or embarrassment on the Agency. See TAB C.

SECRET

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g. If approved on-duty-strength is held to [redacted], as is now planned by DD/A, certain operations will have to be abandoned. Some can be salvaged if on-duty-strength is raised to [redacted] the total which present space will accommodate. The film operation can be salvaged in addition, if all of Building 14 is assigned to Graphics Register and on-duty-strength is raised to [redacted] See TAB D.

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4. DISCUSSION

If the assumption stated above is a sound one, then it will be to the Agency's advantage if it makes maximum use of the central reference facilities which it possesses in OCD.

The facts add up to this: that space limitations alone prevent building sufficient strength in OCD to meet all its current commitments and to make a start on those new services which the other Offices have demanded. Within available space, however, it is possible to raise on-duty-strength from the [redacted] now authorized to [redacted]

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With additional space which can probably be made available in Building 14 the total on-duty-strength might be raised to [redacted] thus salvaging an operation which otherwise must be hamstrung for want of space and hands.

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5. CONCLUSION

It would seem desirable to do the best we can with what we have. This leads to the following:

6. RECOMMENDATIONS

a. That the whole of Building 14 be allocated to the Graphics Register, and modified as shown in TAB G herewith.

b. That the approved on-duty-strength of OCD be raised from [redacted] or, if it is impossible to free Building 14 for the use of Graphics Register, that the approved on-duty-strength be raised from [redacted]

c. That the official T/O be established at a level 10% in excess of the approved on-duty-strength, in order that recruitment and clearances may keep pace with an estimated turnover rate of about 3% per month.

JAMES M. ANDREWS